

CSBG ARRA Contract Webinar, Part 2

Contract Submission Documents

September 10, 2009

1:00 – 2:30 pm



Presenter

- Sylmia Britt, CSBG Field Representative



Purpose

- Establish an understanding of documents required for execution of the contract
- Acquaint agencies with new administrative and programmatic forms
- Highlight the differences between CSBG ARRA and regular CSBG funds
- Stress the importance of accountability and transparency with the use of these funds



Contract Forms

- CSBG ARRA Contract Budget (Summary)
 - CSD 902.S
- CSBG ARRA Budget Support – Personnel Costs
 - CSD 902.1.1
- CSBG ARRA Budget Support – Non-Personnel Costs
 - CSD 902.1.2
- Summary of Allocated Funds of CSBG ARRA Projects & NPI Programs/Activities
 - CSD 923
- CSBG ARRA Project Work Plan
 - CSD 920
- CSBG ARRA National Performance Indicators (NPI) Programs Report
 - CSD 901



Contract Forms CONT.

- When using forms enable macros
- Instructions Tab for guidance
- Similar to regular CSBG forms
- Admin costs limited to 12% of the total CSBG ARRA Allocation
- Pre-entered data (words) for convenience
- Sample only
 - Each agencies will look different
 - Understanding that I am not an expert on agency budgeting needs
 - Only a mock up and the data isn't a model for how each agency will allocate its funds



Budget Narrative

- Detailed budget narrative
- Support personnel and non personnel costs
- Appended to the Budget Summary



Subcontractor Information Submission

- Contact Information
- Contract Information
 - CSBG ARRA Project Work Plan (CSD 920)
- Monitoring tool
- Monitoring schedule
- Risk Assessment Plan
- Monitoring and Risk Evaluation Reports



Subcontractor Information Submission CONT.

- Duns and Bradstreet Universal Numbering System (DUNS)
- Central Contractor Registration (CCR)
- Catalog of Federal Domestic Assistance (CFDA)
- Schedule of Expenditures of Federal Award (SEFA)



Purchases Over \$500

- > \$500 requires a competitive solicitation
 - Goods
 - Services
- CSD 558
 - Copy of the solicitation
 - Copy of the bids submitted
 - Necessary supporting information
- NCB Justification
 - CSBG ARRA Contract – ARRA Exhibit A, pg. A-5



Advance Requirements

- Written Request

- ☐ Demonstrate financial hardship
- ☐ Explain how advance will be used

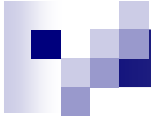
- Repayment Plan

- ☐ At least 30% repaid by the 3rd month
- ☐ Full repayment within 6 months



Additional Assistance

- CSD Website: www.csd.ca.gov
- All document instruction manuals
 - First Tab
- Your Field Representative



Questions & Answers

(IF TIME PERMITS)